

PDHA Academy of Dental Hygiene Studies
Continuing Education Course Approval Procedures

To: Continuing Education Course Providers

From: Academy Course Accreditation Chair

Enclosed for your use are the guidelines and forms to secure approval for your continuing education courses. These forms may be duplicated. Please follow the guidelines listed below for course approval. The procedures are outlined on the main application form. Feel free to contact the Course Accreditation Chair if you have any questions or require any individual assistance.

Course Accreditation Chair: Laura DeHennis, RDH, PHDHP, FADHA
LDAcademyapproval@gmail.com #215-442-1515

Guidelines:

1. Courses should be submitted **at least 45 days prior** to the date of the course.
2. Business meetings, announcements, lunches, and breaks **will not** be counted in the number of hours awarded credit.
3. Courses should be submitted for approval **prior to publication** of the course to avoid miscommunication/embarrassment. Not all courses are approved for credit or for the number of hours requested.
4. Failure to comply with the stated guidelines may result in failure to obtain CEUs.
5. **Payment:** you will receive an invoice from PDHA Central office for the course(s) you sent for approval. Each live in person or live webinar is \$50 per course.

All course sponsors must submit upon completion of course being held:

1. Participants name and license number. This information must be received within **30 days** after the course has been given.
2. A **summary** of the Educational Program Evaluation Forms (Course Evaluation)
***Be sure to follow the guidelines above to secure approval. If a participant misplaces their certificate, they must contact Academy Course Accreditation. PDHA Central office is no longer keeping a record of their transcript. PDHA Academy-approved courses replacement Certificates are available for a nominal fee. It is the responsibility of each participant to determine if a particular course is acceptable for license renewal. The Academy does not endorse or recommend any individual continuing education course and is not accountable for the quality of any course content. Certificates of Attendance should be retained by licensees in their own personal professional file.

Please email completed packets to:

Academy Course Accreditation Chair
Laura DeHennis, RDH, PHDHP, FADHA
LDAcademyapproval@gmail.com

Please Note: Upon course approval, forms with your specific course information will be sent to you for duplication for the participants.

Thank you for your continued support of the Academy of Dental Hygiene Studies and best of luck with the programs you present.